Chapter 1 Concepts

OVERVIEW

Contract Entry
Screen

The purposes of the contract header screen are:

- To provide a reference point for processing of contract awards within CFMS.

- To provide the user with the capability to add and maintain contract header screen records.

- To provide the user with the capability to enter and maintain contract performance bond information.

- To provide a parent record for processing of related contract commodity lines .

- To provide a reference point for inquiry of contract data, i.e., contract vendor, contract amount, RFP date, contract begin and end dates, etc.

- To provide a reference point for processing of contract, i.e., amendments/changes, invoice/payments, etc.

Contract
Description
Screen

The purpose of the contract description screen is:

- To provide the user with the capability to enter and maintain a description of the contract.

Contract Line
Information
Screen

The purposes of the contract line screen are:

- To provide a reference point for processing of contract commodity lines within CFMS.

- To provide the user with the capability to add and maintain contract line screen records.

- To provide the user with the capability to identify the agency or agencies authorized to enter a contract and contract lines.

- To provide a reference point for inquiry of contract line data, i.e., commodity number, unit of measure, unit price, etc.

Contract Fiscal
Year Not To
Exceed Amounts
Screen

The purposes of the contract fiscal year screen are:

- To provide the user with the capability to restrict expenditure against a CFMS contract by a specific dollar amount and fiscal year.

- To provide the user with the capability to inquire adjustment amount against a contract by fiscal year.

- To provide the user with the capability to inquire available balance against a contract by fiscal year.

- To provide the user with the capability to inquire payments in progress against a contract by fiscal year.

- To provide the user with the capability to inquire payments approved against a contract by fiscal year.

Contract Accounting
Distribution
Screen

The purposes of the contract accounting distribution screen are:

- To provide a reference point for processing of contract accounting distribution within CFMS.

- To provide the user with the capability to add and maintain contract accounting distribution records.

- To provide a record for processing of related accounting transactions to accounting for pre-encumbrance/encumbrance of the contract.

- To provide a reference point for processing contract payment within CFMS.

- To provide a reference point for inquiry of contract accounting distribution data, i.e., fund, method of accounting, amount of encumbrance, etc.

- To provide a method of viewing contract encumbrance and amount processed for payment against that encumbrance by accounting line.

Contract
Line Item
Description
Change
Screen   The purposes of the contract commodity changes screen are:

- To provide a reference point for processing of contract commodity line description within CFMS.

- To provide the user with the capability to retrieve and change contract line commodity descriptions from the CSPC Screen without affecting the CSPC text record.

Contract
Notes
Screen   The purposes of the contract notes screen are:

- To provide the user with the capability to retrieve and change contract notes text relating to specific contracts.

Contract
Vendor Text
Screen   The purposes of the contract vendor text screen are:

- To provide the user with the capability to retrieve and change contract vendor text relating to specific contract lines.

- To provide a reference point for retrieval of contract vendor text for a contract.

Contract
Demographic
Labels Screens   The purposes of the contract demographic labels screens are:

- To provide the user with the capability to set up labels to identify data that the user wishes to capture at the header and line level.

- To provide a reference point for retrieval of contract header and contract line demographics data labels.

Contract
Demographic Data
Screens   The purposes of the contract demographic data screens are:

- To provide the user with the capability to enter demographic data for established demographic labels at the header and line level.

- To provide a reference point for retrieval of contract header and contract line demographics data.

Contract
Amendment/Change
Screen   The purposes of the contract amendment/change header screen are:

- To provide a reference point for processing of contract amendments/changes against within CFMS contracts.

- To provide the user with the capability to add and maintain contract amendment/change header screen records.

- To provide a reference point for inquiry of contract amendment data, i.e., amendment amount, revised contract begin and end dates, etc.

Contract
Amendment Text
Screen   The purpose of the contract amendment text screen is:

- To provide the user with the capability to enter and maintain a description about the contract amendment/change.

Contract Amendment
Accounting
Distribution
Screen   The purposes of the contract accounting distribution screen are:

- To provide a reference point for processing of contract change accounting distribution within CFMS.

- To provide the user with the capability to add and maintain contract change accounting distribution records.

- To provide a record for processing of related accounting transactions to accounting for pre-encumbrance/encumbrance of the contract amendment.

- To provide a reference point for inquiry of contract change accounting distribution data, i.e., fund, organization, amount of encumbrance, etc.

Payments/Retainage
Schedule
Screen   The purposes of the contract schedule screen are:

- To provide the user with the capability to enter payment scheduling information relating to specific contracts.

- To provide the user with the capability to maintain payment scheduling information.

- To provide a reference point for retrieval of contract payment scheduling information.

Contract
Invoice/Payment
Screen   The purposes of the contract invoice/payment screen are:

- To provide the user with a reference point for processing contract payments.

- To provide the user with the capability to add and maintain contract invoice information relating to a specific contract.

- To provide a parent record for processing of related contract invoice lines.

- To provide a reference point for inquiry of contract payment data, i.e. check numbers, check dates, payment voucher numbers, etc.

Contract
Invoice/Payment
Line Screen   The purposes of the contract invoice/payment line screen are:

- To provide a reference point for processing of contract invoice lines within CFMS.

- To provide the user with the capability to add and maintain contract invoice line screen records.

- To provide a reference point for inquiry of contract invoice line data, i.e., commodity number, quantity invoiced, unit price, invoice text, etc.

Contract
Payment
Accounting
Distribution - Multiple
Screen   The purpose of the contract payment accounting screen is:

● To provide the user with the capability to maintain contract payment accounting line
distribution amount.

Contract
Non-Payable
Invoice/Payment
Screen   The purposes of the contract non-payable invoice/payment screen are:

● To provide the user with a reference point for processing contract non-payable
invoice/payments.

● To provide the user with the capability to add and maintain contract invoice information
relating to a specific non-payable contract.

● To provide a parent record for processing of related contract invoice lines.

● To provide a reference point for inquiry of contract non-payable payment data, i.e.
invoice dates, RQ/PO reference numbers, payment amount, etc.

Contract Audit
Screen   The purposes of the contract audit screen are:

● To provide the user with the ability to add , maintain and inquire contract audit
requirement data.

● To provide the user with data records to be used to generate ad hoc reports (in
Infomaker).

● To provide the user with the ability to record the audit type, audit due and received
dates. The user also has the option to enter responsible person, telephone number and
comments.

TERMINOLOGY

The following terms are used throughout this unit:

Accounting Distribution Labels. This term is used to refer to the labels pulled from the accounting labels screen (BLBL) to label the data entry fields of an accounting line record.

Accounting Distribution Number. This term is used to refer to the sequential number as specified by the user to indicate a line of accounting distribution.

Accounting Period. This term is used to refer to the fiscal month and year for the invoice/payment record.

Action Code. This term is used to refer to the action to be performed for processing of an accounting distribution record, i.e., C - Create, I - Increase, R - Reduce

Adjustments. This term is used to refer to the amount of adjustments for the fiscal year(s) of the contract.

Advanced Amount. This term is used to refer to the advance invoice/payment record that has passed accounting.

Agency Number. This term is used to refer a code used in the agency (AGCY) database to identify the parent agency of the contracting and/or user agency.

Agency Contract Number. This term is used to refer to an agency assigned contract number entered in accordance with agency policy.

Agency Date Received. This term is used to refer to the date the contract was received by the agency's contract office.

Amendment Number. This term is used to refer to the number assigned by the user in a sequential manner to assist in tracking.

Approved Date. This term is used to refer to the date approved by the Office of Contractual Review, after is has been reviewed and approved. If the contract is within the agency's contract review delegated authority then the contracting agency may assign the Date Approved or if electronic approvals are utilized, the system will assign a date once the record is approved. The date approved must be entered before payments can be made. When this date is entered by the Office of Contractual Review, the Contract Review Number will be generated and entered on the KONT record and displayed as Contract Review Number.

Available Amount. This term is used to refer to the amount that is available to be paid on a contract.

Available Balance. This term is used to refer to the calculated amount of NTE Amount - (Amount in Process + Net Encumbered + Adjustments) of the fiscal year(s) of the contract header.

BFY. This term is used to refer to the budget fiscal year for the invoice/payment record.

Base Contract Amount. This term is used to refer to the sum of the "Not to Exceed" (NTE) amounts that will be indicated on KOFY, which is the total contract amount.

Begin Contract Date. This term is used to refer to a date used to indicate the effective date of a contract.

Begin Pay Date. This term is used to refer a date entered by the user as the starting date for processing of periodic payments on a contract identified as a periodic payment order.

Budget Date. This term is used to refer to the date the Office of Contractual Review receives the contract from budget office approved.

CFMS contract. This term is used to refer to a contract that is professional, social service, personal, governmental, or consulting services contracts.

CFMS document. This term is used to refer to a CFMS contract, contract amendment/change or contract invoice/payment.

CFMS Invoice #. The system assigned CFMS invoice number for the invoice/payment.

Change Number. This term is used to refer to the number specified by the user on KACG or KCAC to indicate the change for which this line of accounting distribution is being processed.

Change Type. This term is used to refer to the type of change that is being initiated on an amendment/change to a contract.

Commodity Code. This term is used to refer to the type of services being provided.

Contact Person. This term is used on KEN2 to refer to the contact person responsible for invoice/payment of contract.

Contract Amendment/Change Amount. This term is used to refer to the amount of the contract amendment/change.

Contract Amendment/Change Fiscal Year. This term is used to refer to the budget fiscal year that the contract amendment/change affects.

Contract Amendment/Change Title. This term is used to refer to the title of the amendment/change to a contract.

Contract Description. This term is used to refer to the description of the services provided by the contract.

Contract Funding Source. This term is used to reflect the amount of the contract that will come from funding sources such as Federal, State Bond, Other, Local, IAT, Self-Generated funding.

Contract Number. This term is used to refer to the system assigned number for a contract.

Contract Officer. This term is used to refer to the contract officer that is responsible for the administration of the contract for that contracting agency. This would be the name of the person to contact about questions concerning the contract.

Contract Review Number. This term is used to refer to the system assigned contract review number that is assigned after the Date Approved has been updated by an authorized userid in the Office of Contractual Review.

OCR Date Received. This term is used to refer to the date the Office of Contractual Review received the contract from the agency.

Contract Revised Beginning/Ending Date. This term is used to refer to the revised date that the contract actually is to begin or end.

Contract Status. This term is used to refer to the status of the contract.

Contract Title. This term is used to refer to the title of the contract.

Contract Type. This term is used to refer to the document type that is entered on the KENT screen. It refers to the type of contract being processed.

Contract User. This term is used to refer to the agency to which the items will be shipped or service will be provided. If the Contract User is populated with a group or region designator the sub-agency field is blank.

Date Entered. This term is used to refer to the date the record was added.

Date Received. This term is used to refer to the date goods/services are received from the vendor.

Day To Pay. This term is used to refer to a code(s) used to identify the day of the month on which periodic payment is to be processed.

Deferred Compensation Billing Basis. This term is used to refer to the how the deferred compensation will be processed for the contract.

Deferred Compensation Amount. This term is used to indicate the amount of deferred compensation to be paid.

Deferred Compensation Percent. This term is used to refer to the percent of compensation that is deferred from an invoice/payment.

Document Type. This term is used to refer to a code entered on the contract record used to identify the type of contract being processed, e.g., SOC Social Services, PRO Professional CFMS, etc.

Effective Billing From/To. This term is used to refer to the beginning/ending date of the billing period for the invoice specified.

Encumber Status Code. This term is used to refer to the status of an encumbrance.

End Contract Date. This term is used to refer to a date used to indicate the expiration date of a contract.

End Pay Date. This term is used to refer a date entered by the user as the ending date for processing of periodic payments on a contract identified as a periodic payment contract.

Executive Agency. This term is used to refer a 3-digit code used in the agency (AGCY) database to identify the parent agency of the contracting and/or paying agency.

Fiscal Year. This term is used to refer to the designated fiscal year to be pre-encumbered or encumbered so that the KOFY, KSCD, and KACG records will be processed.

Frequency. This term is used to refer to the frequency of payment in periodic payment processing. (e.g., B-Bi-weekly, S-Semi-monthly, M-Monthly).

Labels. See accounting distribution labels above.

Legal Date. This term is used to refer to the date the Office of Contractual Review receives approval from the legal office.

Line Number. This term is used to refer to the basic contract line number when viewing the KLIN and KENL record.

Net Amount. This term is used to refer to the computed amount of an account distribution amount plus any amendment/changes amounts processed for a particular account distribution.

New/Old Contract #. This term is used in the KEN2 screen to indicate the new contract number that was created by the contract copy process and/or the old contract number that was used to copy it.

Net Encumbered. This term is used to refer to the inferred net amount encumbered for the fiscal year(s) of the contract header record. The calculated amount is the Encumbrance Amount + Encumbrance Change Amount of the fiscal year(s) of the contract header record.

Non-Payable Contract. This term is used to indicate that this contract will be monitored and tracked through CFMS, but payment vouchers will not be processed to accounting via KINV. Non-payables will be processed through the KNPI screen to interface to the accounting system. Non-Payable contracts are indicated on the KENT screen.

Not to Exceed Amount. This term is used to indicate the maximum contract amount for the entered fiscal year(s) for the entered contract number.

Notice Issued Date. This term is used to refer to the date the notice is issued stating that the performance evaluation for the expired contract has not been received by the Office of Contractual Review.

NTE Deferred Compensation Amount. This term is used to refer to the maximum deferred compensation contract amount for the entered fiscal year for the entered contract number.

NTE Advance Amount. This term is used to refer to the maximum advance contract amount for the entered fiscal year for the entered contract number.

NTE Retainage Amount. This term is used to refer to the maximum retainage contract amount for the entered contract number.

Organization Type. This term is used to refer to the type of organization of the contractor. (e.g. Agency, Corporation, Individual, Partnership, University, Non-Profit, Local Government)

Original Contract Amount. This term is used to refer to the Base Contract Amount that was entered when the contract was first added to CFMS.

P/F. This term is used to indicate if the invoice/payment is partial payment or final request for payment.

PV #. This is used to refer to the payment voucher number for approved payment.

Paying Agency. This term is used to refer to the agency that will be paying the contract.

Payment Amount. This term is used to refer to the amount of payment that is required when payment schedules are set up on KEN2. On KINV this refers to the amount being paid on specified contract and invoice number.

Payment Billing Basis. This term is used to refer to how the payment will be processed for this contract.

Payment in Progress. This term is used to refer to the total amounts that are being processed for payments.

Payments Processed. This term is used to refer to the amount of payments that have been processed for the fiscal year(s) of the contract header record.

Performance Bond Required. This term is used to refer to whether a performance bond is required or not.

Performance Code. This term is used to refer to the rating of the performance of the contractor for a particular contract.

Pre-Encumber Status Code. This term is refers to the pre-encumbrance status of the record.

Printed Performance Date. This term is used to refer to the date the performance report was printed. The late performance evaluation report indicates contracts that have been issued a notice and the performance evaluation has not been received.

Quantity Received. This term is used to refer to the quantity of goods/services that were received from the vendor in KILN.

Reason Code. This term is used to refer to a code entered by the system on an accounting distribution record when it fails processing through accounting.

Received Performance Report Date. This term is used to refer to the date the performance was received by the Office of Contractual Review.

Recoupment Amount. This term is used to indicate the amount of recoupment to be withheld from payment.

Recoupment Percent. This is the percent of recoupment that is specified on the KEN2 record to be withheld from the payment.

Retainage Amount. This term is used to indicate the amount of retainage to be held from payment.

Retainage Billing Basis. This term is used to refer to the how the retainage will be processed for the contract.

Revised Beginning Contract Date. This term is used to refer to the revised date that the contract actually is to begin.

Revised Ending Contract Date. This term is used to refer to the revised date that the contract will actually expire.

RFP Date. This term is used to refer to the date the Request for Proposal will expire for the contract.

Scheduled Pay Date. This term is used to refer to the scheduled pay date to the accounting system.

Text Action. This term is used to refer to how the screen will scroll.

Send to Accounting. This term is used to refer to whether the encumbrance is sent to accounting or not.

Status Change Date. This term is used to refer to the date the status was last changed.

Status Code. This term is used to refer to the status of the contract, contract amendment/change or contract invoice/payment.

T-Number. This term is used to refer to a contract type or grouping number used to indicate the type of services/commodities on contract, i.e., janitorial services, medical supplies, etc.

Unit of Measure (UOM). This term is used to refer to the unit of measure of the commodity/service contracted or invoiced.

Vendor/Contractor Number. This term is used to refer to the FEIN or social security number plus a 2 digit location code for the service provider for this contract.

Vendor Invoice Number. This term is used to refer to the vendor invoice number for the tracking contract invoice/payment.

KEY CONCEPTS

Contract
Overview

CFMS contracting is to provide a direct entry process whereby a contract that is professional, social service, personal, governmental, consulting services, capital outlay construction, or a building, rental and lease agreement may be entered directly into the contract database. Non-payable contracts can also be entered into CFMS, if the user has the appropriate security access. The encumbrance/cancel encumbrance is simulated for the non-payable contract. Additionally, it provides system controls, in the form of edits, to prevent agencies from paying more, by dollar amount, than is permitted on a CFMS contract for any given fiscal year. After the contract is entered in CFMS it must be maintained by the appropriate contract personnel.

Contract
Components

Each contract is composed of three major components (header, fiscal year information and accounting distribution, discussed below) and four other components including contract description, contract line/commodity description changes, contract notes, and contract vendor text. The contract header screen includes the primary contract award data such as contract number and title, document type, and contracting and paying agency required for processing. The contract line number screen includes all data such as commodity and line numbers, unit of measure, quantity and price required for award of a commodity on a contract. The contract distribution accounting screen is used to process the encumbrance of a contract by including the amount, fiscal year and distribution. The contract commodity description may be modified for an individual contract. The contract notes screen is an electronic note pad for recording free form notes. The contract vendor text screen is used to record vendor information regarding a specific contract line.

Fiscal Year
Not To Exceed
Amount

CFMS contracting provides a capability to specify, by fiscal year, a specific not to exceed dollar amount. Once established, the system will not permit processing of contract invoices for a cumulative total, in a given fiscal year, greater than that fiscal year's not to exceed amount.

Contract
Accounting
Distributions

CFMS uses the proportional distribution accounting method on periodic payments, this method allows all contracts to be paid for on a percentage basis out of one or more account distributions.

Amendment/Change
Overview

An contract amendment/change is another of the key fundamental components of the contract financial management process. Amendments/change may be entered into CFMS to record scope of service changes, financial information changes, increasing or

decreasing original contract amount, etc. against a CFMS contract. Non-payable amendments/changes can also be entered into CFMS, if the user has the appropriate security access. The encumbrance/cancel encumbrance is simulated for the non-payable contract amendment/change.

Amendment/Change Components

Each contract amendment/change is composed of two major components including an amendment/change screen and a contract change accounting distribution. Additionally, contract amendment/change includes one minor component: a contract amendment/change description. The contract amendment/change screen identifies the type of change, if approvals are required, and the amount of the change. The concept of the contract amendment/change accounting distribution screen is the capability to modify, add, or substitute an accounting distribution line. Amendment/change contract text provides a record for describing the change and the reason for the change.

Contract Change Cancellation

A contract change process exists in CFMS with the capability to cancel the remaining balance of a contract by use of Cancel Remaining Balance change type code.

Contract Change Accounting Substitution

A contract change process exists in CFMS whereby the user may substitute a new accounting distribution line record for an existing line record.

Contract Invoice/Payment Processing

After the contract is encumbered and approved, invoice/payments can be processed to the accounting system. There can be one or many invoice/payments recorded against each contract. Each invoice must have a header and can have invoice lines and invoice line text. Partial receipts and multiple invoices are common and can be easily handled by CFMS. If the contract is set up properly, special payment features such as advances, withholding retainage, recouping against advances, making retainage payments, making deferred compensation payments, reducing the retainage held amount, and periodic payments can be accomplished in CFMS.

Contract Invoice/Payment Components

Each contract invoice/payment is composed of three major components including an invoice/payment screen, invoice/payment line and a invoice/payment accounting line distribution. Additionally, contract invoice/payment includes one minor component: a contract invoice/payment line description. The contract invoice/payment screen identifies the type of payment and amount that is being processed.

Contract
Periodic Payment
Processing CFMS provides the ability to automatically generate invoices for direct payment processing or invoice for approval by allowing the user to establish a payment billing basis (F-frequency, S-scheduled, P-percentage) for specified periods (M-monthly used with 'F', 'S', or 'P', B-bi-weekly used with 'F' only, S-semi-monthly used with 'F' only) within the Begin and End Pay Dates which are entered and maintained on the KEN2 screen. Periodic payment processing cannot be used with non-payable contracts.

Contract
Non-Payable
Invoice/Payment
Processing After the contract has simulated encumbrance and has been approved, invoice/payments can be processed to the accounting system. There can be one or many invoice/payments recorded against each contract. Each invoice must have a header and can have invoice lines and invoice line text. If the contract is set up properly, special payment features such as withholding retainage, making retainage payments, and reducing the retainage held amount can be accomplished in CFMS.

CFMS
Approvals As a CFMS document is created, approvals are automatically created from predetermined approver screens. All approvals must be approved or canceled for the document to proceed to the next step in the process.

CFMS
Status The CFMS status code tells CFMS when to perform a task. After the task is performed, CFMS will indicate if the task was accomplished or not. The agency or contract officer must set the status code in contract for CFMS to process the contract to the next step in the contract life cycle. When status codes change, CFMS creates a history record for each of the status code changes to show the contract number, status code, USERID making the change, and date and time the change was made.

CFMS Contract
Management The CFMS contract process provides excellent management tools to determine the status and history of each contract.

DISCUSSION OF TRANSACTIONS

Contract Accounting
Distribution
Screen
(KACG)   The contract accounting distribution screen provides the user with the ability to add, change, delete or inquire an accounting distribution record.

Contract
Amendment/Change
Screen
(KAMD)   The contract amendment screen provides the user with the capability to add, change, delete, or inquire contract amendment/change records.

Contract Audit
Screen
(KAUD)   The contract amendment screen provides the user with the ability to add, maintain and inquire contract audit requirement data.

Contract Amendment
Accounting Distribution
Screen
(KCAC)   The contract change accounting distribution screen provides the user the ability to add, change, delete, or inquire an accounting distribution change record.

Contract Copy
Screen
(KCPY)   The contract copy screen provides the user with the capability to copy CFMS contracts.

Contract Amendment/
Change Text
Screen
(KCTX)   The contract amendment/change text screen provides the user with the capability to document text that is pertinent to a particular contract amendment/change.

Contract
Advance Refund
Screen
(KCUP)   The contract recoupment screen provides the user with the capability to record contract recoupment history.

Contract Description
Screen
(KDES)   The contract description screen providers the user with the ability to maintain additional description text for a given contract.

Contract Line
Information
Screen
(KENL)   The contract entry line screen provides the user with the capability to add, change and inquire information on contract lines.

Contract Entry
Screen
(KENT)   The contract entry screen provides the user with the capability to record and maintain information about contracts in CFMS.

Contract
Entry Detail
Screen
(KEN2)   The contract entry screen #2 provides the user with the capability to maintain contract information and payment method information.

Contract Invoice/
Payment Line
Screen
(KILN)   The contract invoice/payment line screen provides the user with the ability to maintain and inquire on invoice line information.

Contract Invoice
Line Text
Screens
(KILT/KIL2)   The contract invoice line text screen provides the user with the ability to record vendor information with respect to a specific invoice line.

Contract Invoice/
Payment
Screen
(KINV)   The contract invoice/payment screen provides for add, change, delete and inquiry of basic contract invoice/payment information.

Contract Labels
Screen
(KLBL)   The contract labels screen provides the user with the capability to maintain labels to be used
                 for demographic fields of the contract header.

Contract Line
Demographic Labels
Screen
(KLDL)   The contract line demographic labels screen provides the user with the capability to maintain
                 labels to be used for demographic fields of the contract line.

Contract Line
Demographics
Screen
(KLDM)   The contract line demographic data screen provides the user with the capability to maintain
                 data for the labels identified for the contract line.

Contract Line
Items By Line
Item Number
Screen
(KLIN)   The contract line screen #1 provides the user with a list of line numbers for a given contract.

Contract Line Item
Description Change
Screens
(KMOD)   The contract commodity specification change screen provides the user with the ability to
                 make inquiries to the commodity specification changes for a given contract.

Contract Non-Payable
Invoice/Payment
Screen
(KNPI)   The contract non-payable invoice/payment screen provides for add, change, delete and
                 inquiry of basic contract non-payable invoice/payment information.

Contract Notes
Screens
(KNTE)   The contract notes screen provides the user with the capability to record notes about a given
                 contract.

Contract Header
Demographics Data
Screen
(KODM)   The contract demographic data screen provides the user with the capability to maintain data for the labels identified for the contract header.

Contract Fiscal
Year Screens
(KOFY/KOF2/
KOF3/KOF4)   The contract fiscal year screen provides the user with the capability to record and maintain fiscal year not to exceed amounts for processing of contract invoices. The KOF2 screen provides the user with a view of financial aspects by fiscal year of the contract. The KOF3 screen provides the user with the ability to maintain Not To Exceed Retainage/Advance/Deferred Compensation amounts for each contract. The KOF4 screen provides the user with a view of the advance amount, outstanding advance balance, retainage paid, and the retainage available balance.

Contract Payment
Accounting Distribution
Screens
(KPAG/KPA2)   The contract payment accounting distribution screen provides the user with the ability to record the payment amount applicable to the accounting distribution specified.

Contract Payments
Schedule Screens
(KSCD/KSC2)   The contract payments schedule screen provides the user with the user with the capability to enter and maintain monthly payment, retainage, recoupment, and deferred compensation information and to inquire amount paid and other financial information by fiscal month for the fiscal year.

Contract Vendor
Text Screens
(KVTX)   The contract vendor text screen provides the user with the user with the ability to record vendor information with respect to a specific contract line.